

STATUS REPORT

2Q Summary: Green = 9, Yellow = 39, Red = 1

Farm and Foreign Agricultural Services Human Resources IMPLEMENTING PROJECTS

POSTED COPY
2Q FY 04

GOAL# Project #	FY04 HR Strategic Goals SUPPORTING IMPLEMENTING PROJECTS	STATUS DETAIL (as of 04/12/04)	GOAL LEADER / Project TEAM Members	% COMPLETE	STATUS
1	STRATEGIC ALIGNMENT <i>Agency human capital strategy is aligned with mission, goals, and organizational objectives and integrated into its strategic plans, performance plans, and budgets.</i>		Barbara Boyd		
1.1	Develop Communication Strategy by JUN 04: 1) for communicating Flexibilities, e.g., Delegated authority, etc. 2) to communicate results of exit interviews, surveys, etc. 3) to share Best Practices, A-76 lessons learned, Gallup lessons learned, demonstration projects, etc.	2Q: Draft proposal for communication strategy has been written and is under review by team. Next step will be to schedule meetings with HR Directors and Branch Chiefs to discuss and get input.	Monica Frye, Diane Bowers, Joanna Barlow (L)	50%^	Y
1.2	Review HR IPs with AOs after HR Project Teams are identified : then quarterly reviews to AOs, associations, managers, etc. by Mar 04.	2Q: First quarter HR IPs status report available on intranet. Routine E-mail 'notification' to AOs and Agency 'Human Capital' councils to commence as second quarter report completed.	Joe Migyanka (L)	75%^	Y
1.3	Include Human Capital Elements (per OMB A-11 31.11) in FY06 Budget Performance Plan by Jun 04	2Q: To request estimates from branch chiefs in May - HR investments will be (guessed) from the Workforce Plan Summaries, the FFAS Recruitment Strategy and the Training & Development Strategy for FY06. Format under development. On schedule.	Joe Migyanka (L)	25%^	Y
1.4	Ensure quarterly Human Council Meetings are conducted in each Agency; and USDA required reports and scorecards are timely submitted by Sep 04	2Q: The Mission Area Human Capital Status Report was submitted to USDA via the Under Secretary office for the second quarter (03/26/04), copied to the Administrators and posted to Intranet. This included the FFAS 'Proud-to-Be' document.	Joe Migyanka (L)	50%^	Y
1.5	Develop and implement process to status RMA/FAS HR issues/requests on a quarterly basis by Mar 04	Completed 2Q: HR related issues will be addressed on an as needed basis. Where timeliness of resolve becomes a concern, regular meetings will be conducted.	Joe Migyanka (L), Pat Farmer, Antonio Guzman	100%	G
1.6	Integrate Human Capital Strategy into RMA Agency Strategic Plans for FY04 by Mar 04	2Q: Torry Mathes and Antonio Guzman have submitted Human Capital elements for the RMA Strategic Plan.	Antonio Guzman (L)	25%^	Y
1.7	Complete I*CAMS self-service implementation in DC. Evaluate RMA and FAS interest by SEP 04	2Q: Progress suspended pending completion of a I*CAMS cost benefit study and management decision on the continue use of the I*CAMS product.	Barbara Boyd (L), Crystol Wilsey, Stephen Crisp, Cheryl Fuller, Susan Brown, Joe Hoffman, Bessy Plaza, Tom Montgomery. Debbie Dale	55%>	Y
1.8	Over haul the HR public web site and keep updated by MAR 04	Completed 2Q:The new FFAS HR public web site went live on February 4, 2004. It has been featured in the FSA Weekly Newsletter, links have been established from FSA and FAS sites; and they have been requested for the RMA sites. At the end of March the site had nearly 30,000 hits. A PM-Notice announcing the site and it's content is in clearance.	Jalpan Patel (L)	100%	G
2	WORKFORCE PLANNING and DEPLOYMENT <i>Agency is citizen-centered, delayed and mission-focused , and leverages e-Government and competitive sourcing.</i>		Gary Hilding		
2.1	Support DAFO in closure of 200 CBA offices by SEP 04 (USDA Restructuring Plan Item)	2Q: Options have been researched. Waiting for information from DAFO. Closed to date = 0	Don Samuels (L)	10%>	Y
2.2	Support IT convergence (CBA), RMA/FAS IT reorganization by SEP 04	2Q: The placement team has met and made placement determinations.	Debra Donnelly (L), Mike Badger, Lisa Flores, Karen Mansker	40%>	Y
2.3	Support RMA reorganization	2Q: Information provided to RMA Management re: 1010 requirements; RMA working on functional statements.	Marilyn Pate, Antonio Guzman (L), Pat Price	10%>	Y

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2.4	Support Implementation of USDA Workforce Restructuring Plan FY 2003-2007 : Restructuring Administrative Functions (RAF)	In the event the Department requests status of the RAF portion of their 5-Year Restructuring Plan , all RAF statuses will be maintained via this report.			
2.4.a	Delegated Examining Units : FSA provides DEU examining services to RD and NRCS for Luevano/ACWA, inventories, and any other series at their discretion. Lead Agency = FSA	Completed in FY2003. Remains in report for other reporting requirements.	N/A		
2.4.b	Automated Hiring System : Automated Hiring System: Implement Quick Hire as the automated hiring system. Phase one as a stand alone system, and phase two integration with CAMS. Lead Agency = FSA	2Q: Quick Hire training was completed and there will be another training session at the end of April for the <u>question libraries</u> . FFAS is working with the Department's tak force.	Karen Mansker (L), Shelia Campbell, Janice Barnes, Jackie Ridley, Cathy Rogers (L)	95%^	Y
2.4.c	E-Learning : Support the web-based electronic meeting/training service and use common authoring tool to develop CDs. Lead Agency = FSA	2Q: The USDA eLearning Team has identified the vendor for the collaboration tool. AgLearn, subordinate to GoLearn, will be implemented from the Department level.	Tina Hudson, Sandy Prentice , Bessy Plaza, Joe Hoffman (L)	90%>	Y
2.4.d	T&A System : Implement STAR-Web, a web-based automated time and attendance system at FSA	2Q: All FSA State Offices and APFO have completed their training and are responsible for training their County staff. Approx. 14 States have completed their County Office training or will complete it this pay period. The balance of the States are in the process of training their Counties except for those States who just received their training at the end of March. FFAS-WDC timekeepers are scheduled for STAR-Web training the week of April 19. FSA's Kansas City and STL offices have no current plans to implement STAR-Web due to unfounded WSRS concerns.	Sally Reed (L)	75%^	Y
2.4.e	Benefits Administration : Initiate a CBA shared procurement of the ESI web-based Retirement Benefits Support software that will be used by the HR community and by CBA employees. Implement the health benefits, life insurance, and TSP portions of the I*CAMS benefits module now. Lead Agency = NRCS	2Q: Procurement of Calculator : Web-based Retirement Calculator was purchased and all employee access is under review. I*CAMS Benefits Module : The Benefits Transaction Processing Module in I-CAMS was included in the I-CAMS Implementation project, 1.7. No input has been received from NRCS/RD during the first 2 quarters.	Darla Hensley (L)	90%>	Y
2.4.f	Worker's Compensation Program Management : Contract with a vendor for claims processing and case management, with agency liaisons for program oversight. Lead Agency = RD	Completed in FY2003 - RD has contract. Remains in report for other reporting requirements.	N/A		
2.5	Ensure Position Management process (re: 2-PM) provides consistent structures for AO Administrative Units, State Offices by end 3Q	2Q: Reviewing 1165 state action plans; all plans (less 1) have been approved by DAFO with 75% of plans, nationwide, have been processed. AO Standard Organization Structures awaiting DAFO approval.	Kathy Williams (L)	85%^	Y
3	LEADERSHIP and KNOWLEDGE MANAGEMENT <i>Agency leaders and managers effectively manage people, ensure continuity of leadership, and sustain a learning environment that drives continuous improvement in performance.</i>		Tina Hudson		
3.1	Develop mobility (deployment) strategy to advance FLO to FLM	2Q: Reviewing & revamping PD's & Assessment tools to increase applicant pools.	Don Sanders (L)	50%^	Y
3.2	Knowledge Management – develop a process to document processes of staff, transfer electronic files, documents, etc	2Q: Best practices under review, including KM.gov. Note Project 3.5 as one real time example.	Diane Bowers, Tina Hudson (L)	50%^	Y

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3.3	Continue HR Partnership on-site consultations to FFAS 'customers'	Completed 2Q: December - T&A training in Wisconsin, February 24-26 - Tennessee, March 8 & 9 - Missouri State Office, March 10 & 11 - Kansas State Office, March 22-26 - Puerto Rico, March 24-25 - Mississippi	Barbara Whiteside	100%	G
3.4	Develop and implement the FL Chief Training Program by SEP 04.	2Q: The Phase 2 of the FL Chief Development Program to develop a formal management training program is underway. The macro-design outline for the initial course was developed and approved by the FL Chief Development Program Task Force and DAFLP. The training course materials are being developed and should be completed by the end of April 2004 for final review by the Task Force.	Tom Montgomery, Mary Baskerville	70%^	Y
3.5	Develop and Implement Web Bulletin Board and desk instructions to address AO submitted concerns on a daily basis	Completed 1Q: Bulletin board is developed, and help section is available on line. The URL for the bulletin board is as follows. http://dc.ffasintranet.usda.gov/HRD/HRD_Discussion	Jalpan Patel (L), Steve Weaver	100%	G
3.6	Implement current and future tracking systems for FSA Leadership Development Programs that identifies leadership competencies and participants to ensure a "pool" of potential applicants for future leadership positions.	2Q: Analyzing training history reports to identify participants of FSA Leadership Development Programs (LDP); and to identify OPM Leadership Competencies. (When the competency feature is available in AgLearn (USDA's Learning Management System), the Leadership Development competencies and related courses will be captured by AgLearn. The Competency feature will be deployed in Phase 1.5. By October 2005, only the USDA's enterprise-wide AgLearn Training History will be available to report on FSA's LDP participants and related competencies.	Bessy Plaza, Joe Hoffman, Joe Migyanka, Sandy Prentice (L)	25%^	Y
3.7	Implement Administrative Officer Training Program (AOLG request)	2Q: AOLG/DAFO reviewing AO Training Program and curriculum.	Tina Hudson	99%^	Y
4	RESULTS-ORIENTED PERFORMANCE CULTURE <i>Agency has a diverse, results-oriented, high performance workforce, and has a performance management system that differentiates between high and low performance, and links individual/team/unit performance to organizational goals and desired results.</i>		Lolla Davies		
4.1	Revise Handbooks as needed, e.g. 3-PM (Willis), 22-PM (Freeman), 28-PM (Wilsey), 31-PM (White), 35-PM (Brown), etc.	2Q: 3PM - Revision re: Personnel Operations - 50% complete - target completion: May 04. 22PM - Revision re: County Office Personnel Management - 15% complete - target completion: May 04. 28PM - Revision re: County Office Personnel Operations - 20% complete - target completion: June 04. 35PM - Mix re: Employee Benefits - 90% complete - target completion: April 04.	Crystol Wilsey, Tonya Willis, Jean Freeman, Don Samuels	20%^	Y
4.2	Link specific Strategic Plan goals and indicators to 100% of SES and Managers (GS-14 and above) to Individual Performance Plans by July 2004	2Q: Meetings have been held with top management of FAS and FSA on the linkage project. Both Agencies have elected the workshop meetings. Meetings are to be held in April, May and June with each manager leaving with at least one linkage to the strategic plan. On line tools will be available to assist anyone not able to attend the workshops. SES linkages must be determined prior to the manager workshops. Linkages for overseas employees must be negotiated with the union prior to completion. 10% of performance plans due to Department by last week of June. Project 10% complete.	Cheryl Fuller (L), Lolla Davies	10%^	Y
4.3	Link 60+% of workforce's Individual Performance Plans to Agency Strategic Plan goals and indicators by July 2005	2Q: See above and the impact on the lower grades will happen next year. Some may happen this year.	Cheryl Fuller (L), Lolla Davies	10%^	Y

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4.4	Address issues presented in AOLG Training Conferences and other venues on a customer satisfaction/timely basis	Completed 2Q: AOLG Partnership "To Do" list distributed and updated. Results are part of DAM DASH.	Joe Migyanka	100%	G
4.5	Implement FFAS - wide Flexipace Policy/Procedure	2Q: Policy must be in place by December 2004. Everyone has a policy in place except for a couple of states and St. Louis where negotiations with bargaining units are pending.	Susan Brown	90%>	Y
4.6	Implement, analyze results and develop action plans to maximize the goals of the Performance Management Culture project (FSA)	2Q: Analysis of report and inclusion of linkage of performance plans happening now to be completed by July 1. Development of preliminary performance management and awards process to be completed by July 15.	Lolla Davies, Cheryl Fuller, Steve Weaver	60%^	Y
4.7	Identify and develop action plans based on SECOND GALLUP Q12 survey results for FSA/DAM	2Q: All DAM supervisors have completed their Momentum training. Most workgroups have met to discuss their data and develop 2004 impact plans. According to division reports, approximately 90% complete.	Joanna Barlow (L)	90%^	Y
4.8	Encourage leaders to develop and implement action plans based on the FY 2002 Federal Human Capital Survey (OPM) results	Completed 2Q: FHCS results reviewed with FAS, FSA and RMA. USDA/OHRM cancelled this effort in January. Identified weaknesses in Strategic Alignment, Talent, Leadership, Performance Culture and Knowledge Management are addressed via new Recruitment Strategy, T&D Strategy, Change Management efforts (FSA), various surveys and HR Implementing Projects.	Joe Migyanka (L), Diane Bowers	100%	G
4.9	Implement HR Client Satisfaction Survey; and develop and implement action plans based on survey results.	2Q: Survey has been developed and deployed for both 1st and 2nd quarter. Survey results are being analyzed and reports developed. Analysis reports should be completed in April, anticipate scheduling meetings in May with HRD leadership to develop resulting action plans.	Diane Bowers	50%^	Y
4.10	Complete Data Integrity Project	Completed 1Q: Write-up of report has been completed and is being reviewed by team members. Report contains significant recommendations that need to be reviewed by management and then built into HR Goals as appropriate.	Neota Hall, Marilyn Pate	100%	G
4.11	Review RMA Honesty & Integrity (ethics) practices / perceptions and make recommendations, e.g., awareness training, etc.	2Q: No activity this quarter.	Antonio Guzman (L)	5%>	Y
5	TALENT Agency has closed most mission-critical skills, knowledge and competency gaps/deficiencies, and has made meaningful progress toward closing all.		Don Sanders		
5.1	Continue <u>Leading Diversity Program</u> and incorporate/implement agreed-to action items	2Q: Continuing to coordinate w/diversity consultant. The plan has been proposed for management review and discussion.	Debra Schmidt (L), Joice Trout, Marcia Shakur, Colleen Stone	75%^	Y
5.2	Develop and document the Regional Recruitment Team re-alignment strategy to measure performance, forecast budget needs, etc.	2Q: Established performance expectations (re: BPMS Logic Model); secured operational budget; scheduled training for new team members (in SE and SW).	Debra Schmidt(L), Janet Custer, Beverly Branom	90%^	Y
5.3	Initiate GAP Closure Strategies and Leadership Continuity Strategies identified in the FY 2003 Agency Workforce Planning & Deployment document	2Q: Developed succession planning modules; gathered critical demographic data on retirement eligibles; aligned workforce plans. Working with Commodity Operations.	Brantt Lindsey (L), Tamara McDaniel, Margo Smith, Regina Duncan	65%^	Y

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5.4	Update the 5 year Workforce Plan (WfP) with DAs (adding 2008 retirement eligibility projections for FSA, FAS, RMA and publish applicable reports (using USDA Workforce Planning and Succession Planning Guidance dtd 10/01/03)	2Q: Workforce data for FY04 through FY08 not received in 2Q. Current WfP (FY03-07) data being utilized to drive Recruitment Strategy and T&D Strategy. Currently in the process of revamping all of the 1165 (a Mission Critical Occupation) assessment tools, fully integrating the T & D needs for skills gaps as we incorporate core competencies in the assessment tools.	Brantt Lindsey (L), Tamara McDaniel, Margo Smith, Debra Schmidt	65%^	Y
5.5	Update the FFAS Recruitment Strategy 2004-2008 using WfP for FSA, FAS, RMA to include exit interview data, employee placement follow-up data, etc. by Jun 04.	2Q: FY04 Workforce Analysis update to include FY08 data is incomplete. FY03 to FY07 data used to develop to review & incorporate new recruitment activities, planned HRD recruitment summit to update strategy. Exit Interview data and Job Placement data not available, therefore not used to enhance current recruitment plans.	Terri Meighan (L), Don Sanders, Ranay Brady	50%^	Y
5.6	The FFAS Training Strategy incorporates the analyzed results of the FFAS Workforce Planning System, FHCS and Gallup surveys by 4Q. (revised from 2Q)	2Q: Reviewed Training & Development Strategy with KC/WDC and incorporating changes. Survey data to be cross checked to ensure T&D programs address weaknesses.	Joe Migyanka (L), Tina Hudson, Bessy Plaza, Joe Hoffman, Regina Duncan, Sandy Prentice	75%^	Y
5.7	Update the FFAS Training Strategy 2004-2008 using WfP for FSA, FAS, RMA to include exit interview data, 90 day follow-up review, etc. by JUN 04.	2Q: FY04 Workforce Analysis update to include FY08 data is incomplete. FY03 to FY07 data was used to develop T&D Strategy. Exit Interview data and Job Placement data not available, therefore not used to enhance current T&D plans.	Julie Bowen (L), Monica Frye, Vera Byers, Lisa Flores	30%^	Y
5.8	Explore Pay banding or pay flexibilities - e.g., demonstration projects	2Q: Completed pay banding research, preparing initial recommendations for presentation to HR. To begin coordinating efforts with the Department' Task Force.	Patricia Price (L), Mark Deming, Terri Meighan	75%^	Y
5.9	Review the practicality of QUICK CLASS for FSA, RMA and FAS.	2Q: Secured contract for Quickclass. HR reviewed a demonstration of Quickclass in March.	Sandra Gibbs, Terri Meighan (L), Mike Badger, Marcia Shakur, Latricia Smith, Karen Mansker	85%^	Y
5.10	Implement Exit Interview process mission wide and initiate appropriate action plans	2Q: FFAS online exit interview questionnaire is complete. The PM Notice is in the process of being forwarded to editing and directives for review and approval. Online application has been developed. Anticipate implementation by June.	Monica Frye (L), Donna Fisher	95%^	Y
6	ACCOUNTABILITY <i>Agency human capital decisions are guided by a data-driven results-oriented planning and accountability system.</i>		Kathy Williams		
6.1	Initiate an annual review of HR areas (e.g., DEU, BUS codes, etc.).	2Q: DEU audit 100% complete. Bus Code project for KC service areas is 75 % complete. Instructions have been developed and 75 % of corrections to codes done. All Bus code corrections to be completed by middle of 4th quarter. Standard Operating Procedures - 25 % complete. SOP's have been distributed to employees for review and updates. Should be complete by end of 4th quarter.	Gary Hilding, Karen Mansker (L), Pat Price, Steve Weaver, Vera Byers, Cliff Cain	50%^	Y
6.2	Provide quarterly performance reports and analysis of pertinent HR metrics, e.g., exit interview summary, time to fill vacancy, HR service level, quality of new hire, etc.	2Q: Human Capital Quarterly Activity Report is institutionalized with some refinements due on the metrics that are under review with the Department's revision of the Human Capital Plan. The quarterly DAM DASH is formatted and metrics remain to be analyzed.	Joe Migyanka (L), Diane Bowers, Monica Frye, Courtney McGowan, Joice Trout, Ranay Brady, Carleen Dempsey	75%^	Y
6.3	Implement an oversight strategy for reviewing HR processes in FSA State Offices. CRITICAL PROJECT	2Q: HR participating in project starting in April (Team Leader on OCIO convergence). Reviewing optional methods for review process, e.g., Net-Meeting	Beverly Branom (L), Crystol Wilsey, Steve Weaver, Debbie Dale, Frank Plowman	10%>	Y

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